



Virginia Department of Motor Vehicles
P.O. Box 27412 Richmond, Va. 23269-0001
Web Site: www.dmv.virginia.gov

VSA 16 (Rev. 07/03)

REGISTRATION INFORMATION SHEET

PRIVACY ACT

The information requested on the application is required by law and may be disseminated to other organizations and individuals in accordance with the Section 46.2-208 through 46.2-214. If you refuse to supply required data you may be denied titling and/or licensing privileges.

INSTRUCTIONS – FOR COMPLETION OF APPLICATION FOR REGISTRATION (VSA-14)

1. Complete the necessary information on each side of the Application for Registration (VSA-14).
2. Check one box under INSURANCE CERTIFICATION.
3. Sign the application. BE SURE ALL OWNERS SIGN.
4. Present form with a check or money order made payable to DMV to any local Customer Service Center or license agent or mail to Department of Motor Vehicles, PO Box 27412, Richmond, Virginia 23269-7412.

ADDITIONAL INFORMATION FOR HERITAGE (Cardinal and Dogwood) OR SCENIC (Mountains to Seashore, Autumn, or Patriot) PLATE - PASSENGER VEHICLES, PICK-UP AND PANEL TRUCKS ONLY

- One-time additional \$10.00 fee unless the original issued plate is being replaced which will require another \$10.00 fee.
- Certain kinds of license plates are not available with the Scenic or Heritage backgrounds. Some of these license plates are as follows: College, Great Seal, Antique, Special Interest.
- DISABLED PLATES: The Heritage or Scenic License Plates are available as standard production. Applicant must complete form MED-10 and form VSA-14. If applicant requests a personalized license plate, must complete form VSA-10 (an additional \$10.00 reserve fee is required). You are allowed:
 - Scenic - Six (6) characters without spaces or dashes. Two (2) to five (5) characters with spaces and dashes are allowed.
 - Heritage - Five (5) characters without spaces or dashes. Two (2) to four (4) characters with spaces and dashes are allowed.
- If you desire a souvenir of the Heritage or Scenic Plate, a \$10.00 fee is required (one plate will be issued not for use on motor vehicle). Check box marked SOUVENIR.

MULTI-YEAR REGISTRATION

All motor vehicles are eligible for multi-year registration (which is an option of purchasing tags for 2 years) with the exception of motor vehicles which are-

- uninsured (required to pay the Uninsured Motor Vehicle Fee).
- subject to the payment of the Federal Heavy Vehicle Use Tax.
- registered under the International Registration Plan, or registered on a quarterly basis.

REISSUE OF LICENSE PLATES

If plate(s) are lost, mutilated or illegible, a \$10.00 reissue fee is charged. For trailer plates, a \$5.00 replacement fee is charged.

TRANSFER OF LICENSE PLATES

You may transfer license plates from the vehicle you previously owned to the vehicle you own IF:

1. both vehicles are the same design and weight - PAY \$2.00.
2. the vehicle you now own weighs more - PAY \$2.00 PLUS A PRORATED FEE FOR THE DIFFERENCE IN WEIGHT.
3. the vehicle you now own weighs less - PAY \$2.00 NO REFUND FOR THE DIFFERENCE IN WEIGHT.

License plates may not be transferred from one owner to another.

RENTAL VEHICLES

If you rent vehicles, your firm must be licensed by the Department of Motor Vehicles under the Motor Vehicle Sales and Use Tax Act. Contact the RENTAL TAX SECTION, P. O. Box 27422, Richmond, Virginia 23261-7422 for license information.

TRUCKS AND TRAILERS ONLY

"EW" (empty weight), means the empty weight of the vehicle.

"GW" (gross weight), means the empty weight of this vehicle PLUS the maximum weight to be carried.

"GCWR" (Gross Combined Weight Rating) is assigned by the manufacturer to indicate the combined maximum load weight (vehicle, passengers, cargo and towed trailer) that the vehicle is designed to tow.

"GVWR" (Manufacturer Gross Vehicle Weight Rating) is assigned by the manufacturer. It is the total weight of the vehicle, passengers, optional components and cargo that the vehicle is designed to carry.

1. Register a straight truck pulling a trailer for the maximum gross weight to be carried by the combination. DO NOT DEDUCT THE TRAILER FEE FROM THE AMOUNT TO BE PAID.
2. Register tractor-trailer units as separate vehicles. Fees are figured on the combined weights of both units.
3. Diesel or other Special Fuels Vehicles: If you maintain a storage tank for fueling vehicles contact Fuels Tax Division, P. O. Box 27422, Richmond, Virginia 23261-7422.

PERMANENT PLATES

Trucks/Tractors: You may obtain permanent license plates for trucks or tractors with a GVWR or a GCWR of 26,001 pounds or more or 7,501 or more if the truck/tractor is owned by a business or farm. An annual or bi-annual registration fee is required. You will be given plates with "Permanent" embossed on the plate and billed every 1 or 2 years for your registration fee. To order permanent plates, complete a VSA-14 Application for Registration (check box for 1 or 2 years registration fee and permanent) and pay the appropriate fees. Also enter either the GVWR or GCWR. Personalized license plates are available for an annual fee of \$10.00. It is important to note that the customer will continue to be billed annually or bi-annually for their permanent plates until they are surrendered. Therefore, if you sell your vehicle or if it is disposed of in any manner, return the license plates to any DMV Customer Service Center.

Trailers: Permanent plates are available for all trailers, regardless of weight, for a one-time fee. No additional registration fees will be required for the life of the registration. To order a permanent trailer plate, complete a VSA-14 Application for Registration (check the box for permanent). Personalized license plates are available for an additional one-time fee of \$10.00 for permanent trailer plates. Permanent trailer plates are not transferable or refundable.

VOLUNTEER EMERGENCY VEHICLE

A permanent registration and license plates will be issued to vehicles owned by volunteer fire and rescue squads that are used exclusively for rescue, lifesaving and firefighting purposes. The registration and license plate will be issued at no cost to the volunteer fire and rescue organization.

FOR HIRE/FOR HIRE TOW TRUCK

- Tow Truck means a motor vehicle for hire designed to lift, pull, or carry another vehicle by means of a hoist or other mechanical apparatus and having a manufacturer's gross vehicle weight rating (MGVWR) of at least 10,000 lbs., also includes vehicle designed with a ramp on wheels and a hydraulic lift with a capacity to haul or tow another vehicle.
- Vehicles under 10,000 lbs. (MGVWR) may not be registered as a Tow Truck.
- \$750,000 Commercial Liability Insurance Coverage required at time of registration. (Tow Trucks are not eligible for payment of the Uninsured Motor Vehicle Fee).
- Tow Trucks must be registered as For Hire Vehicle and are IRP exempt.
- Complete For Hire Operations Section.

VOLUNTEER FIRE FIGHTER (no additional fee)

PROFESSIONAL FIRE FIGHTER (\$1.00 additional fee)

RESCUE SQUAD (no additional fee)

- Applicant must complete vehicle owner information and insurance certification.
- Department Squad Chief or leader must complete form VSA-124 verifying owner's eligibility for special series license plates.

PERSONAL PROPERTY TAX RELIEF

Does your vehicle qualify for car tax relief? Your motor vehicle is considered by state law to have a business use and does **NOT** qualify for Personal Property Tax Relief if you answer **YES** to any questions in Section 5.

FARM VEHICLE LICENSE PLATES

License plates may be purchased at a reduced fee for use on certain farm trucks owned by the rentor, operator, or owner of a farm operation (of a size to reasonably require the use of a truck). The truck must have a gross weight of 7,501 lbs. or more and not be operated for-hire and must have at least 2 axles. Fees - Total fee will be calculated at time of processing.

These license plates may be displayed on farm trucks transporting any of the following:

1. agricultural commodities, poultry, dairy or livestock to market for sale or processing.
2. materials, equipment or supplies which will be used or consumed on the farm.
3. forest products when related to the farm operation.
4. farm produce, supplies or equipment to another farm through a mutual agreement with the owner of the other farm.

NOTE: Permanent plates are available for a tractor or truck with a GVWR or GCWR of 26,001 lbs. or more or 7,501 or more if the truck/tractor is owned by a business or farm. Annual or bi-annual registration fee required.

AMATEUR RADIO OPERATOR CALL LETTERS (\$1.00 additional fee)

Requirements:

1. You must be an amateur radio operator licensed by the Federal Communications Commission.
2. You must have operational transmitting and receiving equipment permanently installed in your vehicle.
3. You must own the vehicle on which your Call Letter Plates are displayed.

Information:

1. A vehicle displaying Call Letter Plates is subject to inspection by DMV or any police officer to determine if the operator and the vehicle comply with the requirements.
2. You must return your Call Letter Plates to any DMV office to exchange them for regular plates if your equipment is not operating and/or is removed for more than ninety (90) days.

VANPOOL-RIDESHARING LICENSE PLATES

Vehicle must be used as a Ridesharing vehicle with a seating capacity not exceeding sixteen (16) adult persons, including the driver. The license plates should only be used on private passenger vehicles, and vans.

ANTIQUE PLATES - (Can be used on all vehicle types)

1. Vehicle must be 25 model years old and owned solely as a collector's item.
2. Plates are valid as long as the title is vested to the owner. (Not transferable)
3. Vehicle's use is restricted to participation in club activities, exhibits, parades and similar events; also, may drive vehicle to repair shops and test the vehicle's operation.
4. Vehicle can not be used for general transportation. However, it can be used for occasional pleasure driving not to exceed 250 miles from the residence.
5. A one-time plate registration fee is required.

VINTAGE PLATES - (Can be issued to all vehicle types)

"Vintage License Plates" are Virginia license plates that were manufactured prior to 1976 and designed for use without decals, if such license plates are embossed with or are of the same year of issue as the vehicle on which they are to be displayed.

1. Vehicle must be 25 model years old and owned solely as collector's item.
2. The physical condition of the vehicle's license plate or plates has been inspected and approved by DMV.
3. The license plate or plates are registered to the specific vehicle by DMV. If more than one request is made for use of license plates having the same number, DMV shall accept only the first such application.
4. Plates are valid as long as the title is vested to the owner. (Not transferable)
5. Vehicle's use is restricted to participation in club activities, exhibits, parades and similar events; also may drive vehicle to repair shops and test the vehicle's operation.
6. Vehicle can not be used for general transportation. However, it can be used for occasional pleasure driving not to exceed 250 miles from the residence.
7. A one-time plate registration fee is required.

VINTAGE PLATES –GENERAL TRANSPORTATION USE (Can be issued to all vehicle types)

"Vintage License Plates" may be used for general transportation purposes if the following conditions are met:

1. Vehicle must be 25 model years old and owned solely as collector's item.
2. The physical condition of the vehicle's license plate or plates has been inspected and approved by DMV.
3. The license plate or plates are registered to the specific vehicle by DMV. If more than one request is made for use of license plates having the same number, DMV shall accept only the first such application.
4. The owner of the vehicle annually/biannually registers the vehicle with DMV and pays an annual registration fee for the vehicle or a fee equal to that which would be charged to obtain regular state license plates for that vehicle.
5. The vehicle passes the annual safety inspection.
6. The vehicle displays current decals attached to the license plates issued by DMV, indicating the valid registration period for the vehicle.
7. The vehicle is an insured vehicle or the uninsured motorist fee paid.

GREAT SEAL

1. Passenger vehicles, pickup or panel trucks with gross weight of 7,500 lbs. or less.
2. \$25.00 one time fee plus regular registration fee.

LOGGING VEHICLES

Trucks, tractor trucks, trailers, and semi-trailers used exclusively in connection with logging operation. (Harvesting of timber and transportation from forested sites to places of sale.)